



Current Career Opportunities

The following are positions that were recently opened with the American Red Cross. If you are interested in reading a full job description and applying for any of the positions listed below, please visit www.americanredcross.apply2jobs.com. Reference the **NHQ requisition number** listed by each position to find the position on our site. When applying, please indicate the SOURCE where you FIRST heard about the position.

ALL POSITIONS CAN BE REMOTELY LOCATED. PREFERENCE ON EAST COAST OR CENTRAL TIME ZONES

NHQ58493 – Chief Operating Officer, Investments

The COO will be responsible for designing and directing all operations, reporting and performance measurement of the Investment Department. Develops and oversees investment operations, reporting and performance measurement for the endowment, defined benefit and defined contribution plans.

- Bachelor's degree in Accounting, Economics, Finance, Business or related field. Master's degree and CFA/CPA certification preferred.
- Minimum 10 years demonstrated progressive responsibility in portfolio and trust accounting, custodian bank relations, performance measurement and reporting and operations management.
- Minimum 7 years supervisory experience.
- Strong investment industry knowledge and experience. Investment industry legal and regulatory knowledge strongly desired.

NHQ58548 - Investment Database Developer & Manager

Responsible for the development and maintenance of investment databases for the Investment Department, and ensuring high levels of data availability.

- Bachelor's degree in Management Information Systems, Computer Science or a related field. A Master's Degree and other professional certification preferred.
- 5 years demonstrated progressive responsibility and related experience.
- solid working knowledge of the investment management, portfolio construction, and investment risk management
- Superior database software knowledge (SQL, Access, etc.), skills and experience required
- Strong programming (VB/VBA/SQL/Access) required

NHQ59089- Director, Leadership Development

Responsible for design and implementation of enterprise wide leadership development programs. This role establishes the strategic direction and thought leadership on all development programs, solutions and processes.

- Required: Bachelors degree (or equivalent work experience) in Training & Development, Organization Development, Adult Learning/Education, or related fields; 10 years related work experience and knowledge in the principles/practices of Learning and Development, curriculum planning and development; 5 years management experience.
- track record in curriculum planning and development, instructional methods, blended learning solutions and delivering results through a leadership development program
- Knowledge of KornFerry (Lominger Suite) of products/tools/resources

NHQ58499 – Chief Administrative Officer, Investments

Responsible for daily investment administrative operations of the Investment Department. This includes policy development and oversight, legal and regulatory oversight, contract implementation and oversight, vendor coordination, governance oversight and budgeting and control.

- Bachelor's degree in Economics, Finance, Business, Political Science, Policy, Law or a related field. Master's degree and other professional certification preferred.
- 10 years of demonstrated progressive responsibility and relevant experience, preferably with a leading private sector endowment, foundation or qualified plan organization.
- Strong investment industry knowledge and experience. Investment industry legal and regulatory knowledge strongly desired.